

Enhancement Activity Planning Template

**The English Access Microscholarship Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by FHI 360.**

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| Part 1: Choose a Topic and Goals | |
| **TOPIC** | *There are four main topics for Enhancement Activities. Choose one (or more) of the topics that you will focus on for this Enhancement Activity:*   * U.S. Culture and Democractic Values * Personal Development * Service Learning * Digital Literacy Skills |
| **ACTIVITY GOALS** | *Enhancement Activities should be carefully designed to advance the students’ English skills AND reinforce a topic by creating a lasting impression and memory for students.*  **Academic** (How does it fit the Access program curriculum or outcomes?):  **Examples**   * *Participants will learn about the community’s reliance on the local ecosystem for commerce.* * *Participants will mentor younger students from local elementary schools to teach them about service learning.* |
| **Access** **Topics** (How does this activity reinforce non-English Access topic goals?): |
| Other expected outcome(s) of the activity: |
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| **COMMUNITY COLLABORAT-ORS** | Are there opportunities for you to work with others in the community? What resources can you access in the community?   * English Language Fellow or Specialist * Virtual English Language Fellow or Specialist * Peace Corps volunteer * Fulbright English Teaching Assistant (ETA) * Non-profit organization * Other: |
| Part 2: Plan the Activity | |
| **MAKE A PLAN** | *List the tasks and the materials you need for this activity.*  *Decide on the location for the activity.*  *Think about possible problems you might have.* |
| **ACTIVITY** |  |
| **PRE-TEACHING** | What activities can be done during After School Instruction time to help students prepare for this activity? |
| **LOCATION** | Where will the EA take place? Who will facilitate the activity? |
| **POSSIBLE PROBLEMS** | What problems might I run into? List those possible problems below: |
| **REFLECTION** | **Note**: These reflection activities can be done after the Intensive Session during After School Instruction  *As a result of your project, many of the Access students and staff should experience and learn new things. It is important that you take the time to let participants share their thoughts and feelings with one another. This process is known as reflection. Take time out at the end of your project for discussion.*  *Encourage students to bring up both positives and negatives. Be sure to have someone taking notes. These tips will be helpful next time!*  *Choose a reflection activity from the list below:*   * **Sharing**: Participating in a group discussion and sharing what happened during the event, what was learned, problems or issues that occurred, similar experiences and how each participant felt about the experience is a great learning opportunity for the Access students, staff, and Provider. * **Processing**: Encouraging participants to write about their experience in a journal is a great way to improve English language writing skills but to also help process the information and reflect on the experience at a later time. * **Applying**: Use what was learned in other life situations. Encouraging students to think about how they can use the life skills and knowledge they have learned in their lives with their peers, their families and in their community can create lasting results. * **Other**: |
| **CHECKLIST** | * I have made plans to protect the health, safety, and welfare of all student participants in this activity. * All students have signed consent forms from their parents/guardians (only for off-site activities) * All students have some form of medical/travel insurance for any activities that occur outside of the city/area of the Access program. * I have planned for one (1) or more adult chaperons (teacher, coordinator, parent/guardian volunteer, etc.) for every 10 Access students. * This Enhancement Activity will be conducted in English and will include English language learning activities. * I have sent invitations to the U.S. Embassy/Consulate to notify it of this session and opportunities to visit and speak with students in Access classes and activities. |
| **REPORTING** | *Once the activity is completed, you will have to document it in both the Program report and the Financial report. Use the space below to write important notes/details about the activity that you can use for reporting purposes.* |
| *Note any important details about the activity below.*  **Program report details:** |
| *Note any expenses or costs that were not in your estimated budget for this activity.*  **Financial report details:** |

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| Example Budget | | | |
| **Item** | **Cost and Quantity** | **Estimate** | **Actual cost** |
| **Transport** | 15 students x 2 ways x $2.50 | $75.00 | $85.00 |
|  | 4 teachers x 2 ways x $6.00 | $48.00 | $48.00 |
|  | 3 administrative staff x 2 ways x $2.50 | $15.00 | $15.00 |
|  | | $138.00 | $148.00 |
| **Food** | 15 students x 2.5 days x $5.00 | $187.50 | $195.00 |
|  | 4 teachers x 4 days x $7.00 | $112.00 | $112.00 |
|  | 3 staff x 4 days x $7.00 | $84.00 | $84.00 |
|  | | $383.50 | $391.00 |
| **Craft/office supplies** | paper, markers, glue, flip charts, poster boards, etc. | $100.00 | $50.00 |
| **Miscellaneous and incidentals** |  | $100.00 | $45.00 |
| **Total** | | $721.50 | $634.00 |

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| Budget Template | | | |
| **Item** | **Cost and Quantity** | **Estimate** | **Actual cost** |
| **Transportation** |  |  |  |
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| **Food** |  |  |  |
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| **Craft/office supplies** |  |  |  |
| **Miscellaneous and incidentals** |  |  |  |
| **Total** | |  |  |

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| Enhancement Activity Preparation Worksheet | | |
| *Duplicate this section as needed to plan the Enhancement Activity.* | | |
| Lesson Name |  | |
| Activity Stage | * Pre-teaching * Research * Planning * Enhancement Activity * Reflection | |
| Skill to be learned/practiced | | Duration (in minutes) |
| Describe what students will learn in this lesson: | | Student/Staff ratio |
| **SUCCESS INDICATOR USING GOALS/OBJECTIVES**:  *Identify what you hope to accomplish during this lesson (GOAL) and a measurable way that you are going to reach your goal (OBJECTIVE).* | | |
| **LESSON DESCRIPTION:** | | |
| **SAFETY CONCERNS / EMERGENCY PROCEDURES:**  *Include notes about how students will be taught about these safety concerns and emergency procedures.* | | |
| **MATERIALS / SUPPLIES / EQUIPMENT NEEDED:** | | |
| **BACK-UP PLAN:** | | |
| **OTHER CONSIDERATIONS:** | | |